

Welcome to State Government

(ADORI100)

*This course is brought to you by:
The Arizona Learning Center
Human Resources Division
Arizona Department of Administration (ADOA)*

Click the
Next button
to start this
course.



CBT Content

Resources

Support

Page 1 of 80

About this Course

In this course, you'll learn about

- Types of appointments of State employees
- Benefits available to you as a State employee
- Employee resources available to you



Important
CBT

Information

This course material is primarily for internal use as an Arizona Learning Center training aid. You may not cite this material as authority for the State of Arizona's position on technical or procedural issues, nor should you distribute this material outside the Arizona Learning Center.

CBT Content

Resources

Support

Page 2 of 80

Ready to Begin?

Important CBT Information



If you want to learn how to navigate this CBT and check if your computer is setup to run this CBT, click on the "About this CBT" button below or press the [A] key.

About this CBT

If you've already taken State CBT courses and know how to use them, click on the "Begin the Course" button below or press the [B] key.

Begin the Course

If you already know the content in this CBT and want to take the final quiz, click on the "Take the Quiz" button below or press the [Q] key.

Take the Quiz

If you need this information in an alternate format for ADA accommodations, please call (602) 542-7431.

Is Your Computer Compatible?

Important CBT Information



There are a number of known issues that can affect how this CBT runs on a computer. Click on the "Run System Check" button below to perform a diagnostic.

After clicking on the button, if you encounter any warning indicators contact your agency's technical support help desk to address the issues. If you're satisfied with the diagnostic results, close the System Check window and click next on this screen to continue with the CBT.

Run System Check

WARNING

If you leave this CBT unattended, it may time out. If you encounter a problem in this CBT, re-launching the CBT from YES may help.

Course Navigation

Important CBT Information

- ▶ Click the Right Arrow button or key to move to the next screen.
 - ◀ Click the Left Arrow button or key to move to a previous screen.
 - ✖ Click the Close button on your browser if you need to leave the course prior to the final examination.
- CBT Content • Click the "CBT Content" button to select course modules.
 - Resources • Click the "Resources" button to print or save the pages in this course.
 - Support • Click the "Support" button to get help with any problems you may encounter while taking this CBT.



CBT Content

Resources

Support

Page 5 of 80

Course Overview

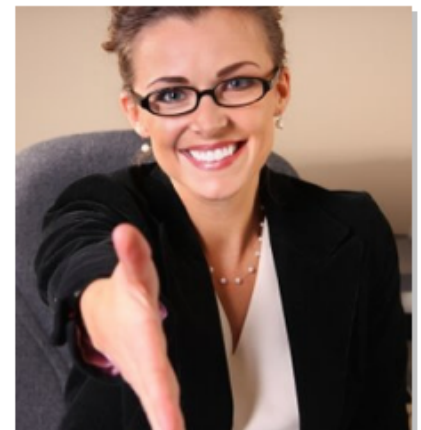
You're Hired!

CBT Chapters

- ✓ Overview
- ✓ Basics of State Employment
- ✓ Employee Benefits
- ✓ Key Employee Support Programs
- Final Exam

Welcome aboard! You made a wise decision to become an employee of Arizona State Government.

This course is designed to help you adjust to your new government employment. It provides an overview of Arizona government and explains benefits you receive as a State employee.



CBT Content

Resources

Support

Page 6 of 80

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Our State

Arizona, nicknamed the Grand Canyon State, became the 48th State on February 14, 1912. Approximately 6 million people live in this versatile State that includes desert, canyons, pine forests, mountain ranges, lakes and valleys.

Arizona has 15 counties accounting for 114,006 square miles making Arizona the 6th largest State in the United States.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Our State Government

Click on each picture for more information.



The Governor's Executive Tower



The Arizona Legislature



The Arizona Supreme Court

There are three branches of government in Arizona: executive, legislative and judicial. The governor, who is elected by the voters to a four-year term, heads the executive branch of government.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Our State Government (continued)

The State of Arizona has approximately 100 agencies, boards, and commissions. There are many opportunities for your growth and development.

In 2012* the active workforce was comprised of 31,985 employees. The average age of a State employee was 46 and the average covered employee received a salary of \$37,397.



* 2012 State of Arizona Workforce Report

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Chapter Summary: Overview

This completes the Overview chapter of Welcome to State Government. This was a very broad overview of a multifaceted topic.

Click the next arrow to continue the course.

Chapter

Complete

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Basics of State Employment

This chapter will cover basic employment information such as:

- Prohibitions Against Discrimination and Harassment
- The State Personnel System
- Types of Employee Appointments
- Employer Expectations



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Basic Employment Information

Discrimination

The State, as an employer, prohibits discrimination and harassment against its employees based on

- race
- color
- sex
- religion
- national origin
- age
- disability
- veteran status
- political affiliation - (*certain exceptions apply to employees in uncovered positions exempted under A.R.S. § 41-742.F such as agency heads, deputy directors, assistant directors, etc.*)



Except where any of these factors is an existing bona fide occupational qualification. This includes your treatment during employment with the State, your rate of pay or other forms of compensation and benefits, and your selection for education and training opportunities.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Basic Employment Information (continued)

Americans with Disabilities Act

The State of Arizona complies with the Americans with Disabilities Act and is dedicated to providing qualified individuals with disabilities an equal opportunity to benefit from the full range of employment-related opportunities available to others. The State will provide reasonable accommodations to those persons with qualifying disabilities.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

The State Personnel System

The Arizona State Personnel System was established by law on September 29, 2012. Most State employees are part of the State Personnel System* and the information in this course is designed for those employees.



**The Legislature, Universities, Department of Public Safety and a few other small agencies are not part of the Arizona State Personnel System.*

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Principles

The legislation that established the State Personnel System contains a set of **Principles** for how State agencies are to treat employees. Those Principles mean that the State

- Recruits, hires, and promotes based on knowledge, skills, and abilities after open competition
- Compensates based on merit, performance, job value and market
- Trains employees to improve performance
- Retains employees based on performance, correcting where possible and separating if performance is inadequate
- Manages without discrimination (race, color, sex, age, political affiliation, religious creed, etc.)
- Protects employees against coercion for partisan politics

Note: Some of the above provisions do not apply to employees in certain uncovered positions (agency heads, deputy directors, assistant directors, etc.). See A.R.S. § 41-742.F for details.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Types of Employee Appointments

When a person is hired by the State they are actually appointed to a position. There are two types of appointments in the State Personnel System:

- Covered appointments
- Uncovered appointments

While both types of appointments are subject to the State Personnel System Rules, **covered** employees are also "covered" by a specific subset of those rules.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Types of Employee Appointments (continued)

Covered appointments are normally limited to employees who have been "grandfathered" into covered positions from the prior personnel system or who are Correctional Officers I, II, and III; Community Corrections Officers; or certified full authority peace officers where certification is a job requirement.



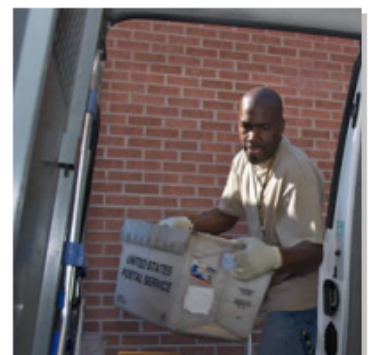
CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Covered Positions

Employees in **covered** positions

- Serve a probationary period
- May be eligible for overtime compensation or compensatory leave
- Are retained based on performance
- Have grievance and appeal rights
- May have specifically defined retention rights in any reduction in force program (RIF)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Uncovered Positions

Employees in **uncovered** positions

- Are employed at will
- Do not serve a probationary period
- Are eligible for overtime or compensatory leave if non-exempt under the Fair Labor Standards Act (FLSA)
- Are retained based on performance
- May submit a complaint to agency management regarding unlawful discrimination or harassment



All employees hired on or after September 29, 2012, (except for the corrections and law enforcement jobs cited previously) are hired as at will uncovered employees. Covered employees become at will uncovered if they voluntarily move from one position to another and may elect to become uncovered in their current positions at any time.

Note: Some of the above provisions do not apply to employees in certain uncovered positions (agency heads, deputy directors, assistant directors, etc.). See A.R.S. § 41-742.F for details.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Your Appointment Type

What is your appointment type - Covered or Uncovered? If you don't know or are unsure of your appointment type, this would be an excellent point of discussion between you and your supervisor. There are many elements of your employment that are tied to your appointment type. Now would be a good opportunity to learn exactly what those are.

The next topic is Employer Expectations.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Employer Expectations

As a State employee, there are certain expectations of your conduct and performance. Some, not all, of these expectations will be explained here. You will find others in additional training courses. Your supervisor will advise you of additional expectations particular to your work location.

First and foremost, as an employee of the State of Arizona, you are expected to comply with all applicable laws, rules, policies and agency directives, to maintain high standards of honesty, integrity and impartiality, and to be courteous, prompt and considerate in your interactions with the public and fellow employees. You are expected to conduct yourself in a manner that will not embarrass or bring discredit to your agency or the State.

See Personnel Rule R2-5A-501 for additional information relating to standards of conduct for State employees.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Work Hours

All State offices are required by law to be sufficiently staffed and open to the public between the hours of 8 a.m. and 5 p.m. Monday through Friday. While the normal workday is eight hours, there are several alternative work schedules that may be available to you depending on your agency's needs. Check with your supervisor concerning your agency's alternative work schedules.

Your work schedule will depend on your position and the area where you are assigned. Your supervisor will explain working hours, lunch periods, and breaks to you.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Dress and Grooming Standards

Your appearance projects an image to your customers, including the general public, about State employees and your agency. Each employee is expected to practice good grooming habits and to dress in a manner that is appropriate to the position and the assigned work activities. Since what may be considered appropriate can vary from unit to unit, or position to position, you should ask your supervisor for guidance or see your agency's dress code.

Click on each item to find out if it is appropriate

Spandex shorts
Athletic shoes
Faded, torn jeans
Your "coolest" tee shirt
Untrimmed facial hair
Exposed midriff
Your favorite spaghetti strapped tank top
Brightly dyed hair

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Performance Expectations

To maintain high levels of performance and service, employees should ensure that they have a thorough understanding of their work assignments and the expected results. All employees are required to have their performance formally evaluated. Discuss how and when your performance will be evaluated with your supervisor.

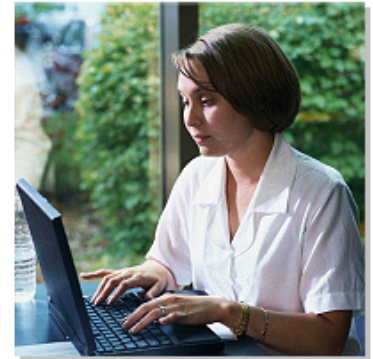


CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Use of State Computers and Other Equipment

State property is made available to employees to assist them in the performance of their job duties and provide services. Property which the State furnishes for your use in conducting State business includes, but is not limited to, telephones, copy and fax machines, cameras, e-mail services, personal computers, and access to the Internet. Any use of State property for other than State-business purposes must be approved by your supervisor. Check with your supervisor about your agency's State equipment use policy.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Pay and Salary Administration

Each position in your agency is assigned to a specific salary range with a minimum and a maximum rate. With few exceptions, all employees are paid within the ranges established for their positions.

Ask your supervisor, Personnel Coordinator or Human Resources office if you need clarification regarding your salary and/or pay administration.

There are 26 pay periods per year. Official paydays are on Thursdays. Employees are required to have their paychecks deposited automatically ("direct deposit") into the financial institution(s) of their choice.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Pay and Salary Administration (continued)

A note about overtime: Overtime **MUST BE APPROVED IN ADVANCE** of working it. Please check with your supervisor about your agency's overtime policy.

Non-exempt employees are eligible for overtime compensation for hours worked over 40 in a work week. The work week begins Saturday at 12:00 a.m. (midnight) and ends Friday at 11:59 p.m.

Non-Exempt employees may be compensated for overtime with cash or compensatory time (leave) at the rate of 1-1/2 times for each overtime hour worked. Not every agency grants compensatory time for overtime hours. Check with your supervisor about your agency's compensatory time policy.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Chapter Summary: Basics of State Employment

This concludes the Basics of State Employment. The next chapter of the course discusses your employee benefits.

Click the next arrow to continue the course.

Chapter

Complete

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Employee Benefits

There are many benefits available to State employees. The benefits we'll be discussing in this chapter are

- Holidays
- Annual and Sick Leave
- Other types of Leave
- Insurance
- Retirement
- YES (Your Employee Services)

Contact your Human Resources office for a complete listing of all benefits.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Paid Holidays

The State of Arizona observes 10 holidays. On those days, most offices are closed and employees enjoy a paid holiday. If the holiday falls on a Saturday, it is observed on the prior Friday. If the holiday falls on Sunday, it is observed on the following Monday.

Click on the picture to view the paid holidays observed by the State.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Holiday Pay

Holiday pay is limited to a maximum of 8 hours for the holiday. To receive holiday pay, you may not be on leave without pay on the work days immediately preceding or following the holiday.

Additional holiday compensation is provided for employees who are required to work on a holiday in order to maintain essential services.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Annual Leave

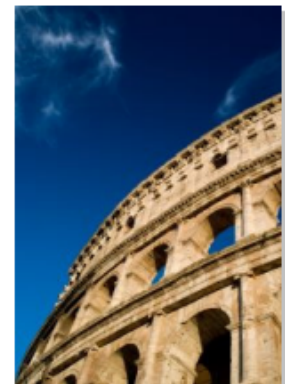
Annual leave includes all periods of approved absence with pay, which are not chargeable to another category of leave. Annual leave accrual rates vary depending on type of appointment and/or length of service.

Click on the Taj Mahal picture to view a table of accrual rates for covered employees.

Click on the Coliseum picture to view a table of accrual rates for uncovered employees.

Employees who work less than one-quarter time do not accrue annual leave.

See Personnel Rule [R2-5A-B602](#) for the rates.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

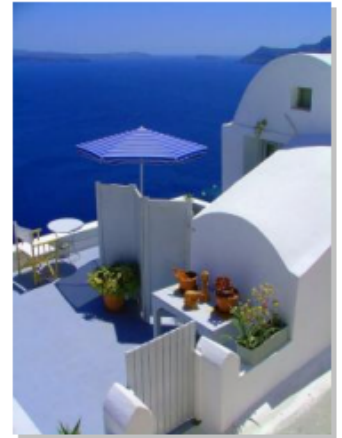
Annual Leave (continued)

You may use accrued annual leave after obtaining prior approval from your supervisor.

Covered employees can accumulate and carry up to 240 hours of annual leave into the next calendar year.

Uncovered employees can accumulate and carry up to 320 hours of annual leave into the next calendar year.

Annual leave balances in excess of 240 hours for covered employees and 320 hours for uncovered employees will be forfeited at the end of the last pay period of the calendar year unless an exception is authorized.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Scheduling Annual Leave

You should work with your supervisor to schedule annual leave early enough in the year to reduce the risk of losing any of your leave.

Your accrual rate, any hours of annual leave you used during the pay period, and your leave balance are available by accessing the appropriate screen in your YES account.

[Click here to view an example of the Leave Balances from a sample YES account.](#)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Sick Leave

Sick leave is any approved period of paid absence for

- Illness or injury which renders you unable to perform your duties
- Disability caused by pregnancy, childbirth, miscarriage or abortion, or
- Examination or treatment(s) by a licensed healthcare practitioner

You may also use up to 40 hours of sick leave per calendar year for your spouse, dependent child or parent's illness or injury, disability caused by pregnancy or childbirth, or for their examination or treatment by a licensed health care practitioner. Such sick leave is charged to your sick leave account and will reduce your sick leave balance accordingly.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Sick Leave (continued)

If you will be absent either planned or unexpectedly for any of the reasons given on the previous screen, contact your immediate supervisor. Your section or unit has specific absence-reporting procedures. Ask your supervisor to advise you of the specific reporting requirements.

Sick leave is accrued at the rate of 3.7 hours per pay period for all employees.

[Click here to view the bi-weekly hourly accrual rate for Sick Leave.](#)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Sick Leave (continued)

Although sick leave accumulates without limit, accrued sick leave is forfeited upon termination of employment, unless the termination is for retirement (See the "Retiree Accumulated Sick Leave Program (RASL)" topic on the next screen). Former employees who return within two years of separation will be credited with all unused sick leave at the time of separation, provided the separation was not the result of disciplinary action and the individual is not a RASL program participant.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

The Retiree Accumulated Sick Leave Program (RASL)

The RASL Program provides employees who retire directly from the State and have a minimum of 500 hours of accumulated sick leave with a cash benefit according to a graduated scale. Additional information is available from your Human Resources Office or the General Accounting office, or you may click on the link below.

<http://www.gao.az.gov/rasl>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

When Should I Use Sick Leave?

Check your understanding of sick leave using the table below.

Click on each item to find out if it's eligible for sick leave.

	YES	NO
Doctors Appointment	<input type="checkbox"/>	<input type="checkbox"/>
Your Boyfriend's Mother is Sick	<input type="checkbox"/>	<input type="checkbox"/>
Flu-like Symptoms	<input type="checkbox"/>	<input type="checkbox"/>
Stayed Out Very Late - Very Tired	<input type="checkbox"/>	<input type="checkbox"/>
Your Dog is Sick	<input type="checkbox"/>	<input type="checkbox"/>
You Have a Scheduled Surgery	<input type="checkbox"/>	<input type="checkbox"/>
Not Feeling Good - it's Hot Out	<input type="checkbox"/>	<input type="checkbox"/>
Not Enough Annual Leave for Vacation	<input type="checkbox"/>	<input type="checkbox"/>

Knowledge



Check

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Family and Medical Leave

In accordance with the Family and Medical Leave Act (FMLA) your agency will grant FMLA leave to eligible employees for up to 12 weeks per 12-month period for any one or more of the following reasons:

- The birth of a child and in order to care for such child or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the 12 month period following the child's birth or placement with the employee)
- In order to care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition
- The employee's own serious health condition that makes the employee unable to perform the functions of his/her position
- A qualifying exigency arising out of the fact that the employee's spouse, child or parent is a covered military member called to duty or on active duty
- To care for a covered service member with a serious injury or illness who is the employee's spouse, child, parent or next of kin

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Family and Medical Leave (continued)

To be eligible, an employee must have been employed by the State of Arizona for at least 12 months and actually worked for 1,250 hours over the previous 12-month period.

If the leave is taken for either the birth or placement for adoption or foster care of a child or to care for a sick parent, and both spouses work for the State of Arizona, their total period of FMLA leave in any 12-month period shall be limited to an aggregate of 12 work weeks.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Bereavement Leave

Up to twenty-four (24) hours of paid bereavement leave can be approved for an employee upon the death or funeral of the following:

- spouse
- natural child
- adopted child
- foster child
- stepchild
- natural parent
- stepparent
- adoptive parent
- one who functioned "in loco parentis"
- grandparent
- grandchild
- brother
- sister
- brother-in-law
- sister-in-law
- mother-in-law
- father-in-law
- son-in-law
- daughter-in-law



Bereavement Leave can be extended an additional sixteen (16) hours* if the employee travels out of State for the funeral.

**Part-time employees who work at least ¼ time receive a proportional amount of leave.*

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Civic Duty Leave

This category of paid leave applies when you serve as a juror, comply with a subpoena, vote or perform official duties as a member of a governmental board, commission or similarly constituted governmental body.

Civic Duty Leave will be approved if you are subpoenaed as a witness by any State court or administrative, executive or judicial body. However, if you are subpoenaed regarding your commercial business or personal matters, you must request annual leave.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Civic Duty Leave (continued)

Except for voting, if you have been granted civic duty leave, you must report to work unless the distance to work precludes timely reporting to the civic duty. Also, if you cannot return to work at least one hour before the end of your work shift, you do not need to report to work that day.

You must submit a statement showing any juror or witness fees received by you with your timesheet so the appropriate adjustment can be made. You may retain mileage allowance.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Civic Duty Leave for Voting

Employees are entitled to Civic Duty Leave for purposes of voting if there are less than three consecutive hours between the opening of the polls and the beginning of the regular work shift, or between the end of the work shift and closing of the polls. Requests for Civic Duty Leave in order to vote must be made prior to the day of election and the supervisor may specify the hours during which the employee may be absent from work.

[\(See A.R.S. § 16-402\)](#)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Victim's Leave

Employees who are victims of offenses or crimes are entitled to take work time off to attend court-related proceedings (see A.R.S. § 8-420 or 13-4439).

This includes trials, preliminary hearings and post-trial hearings. An employee taking leave to attend any of these court proceedings may not lose "seniority or precedence" while absent. The employee shall submit a copy of the form or information provided to the employee by the law enforcement agency with the request for victim's leave.

An employee shall use available sick, compensatory, or annual leave, to attend the court related proceedings. If an employee exhausts all sick leave, compensatory leave and annual leave, the employee shall be placed on leave without pay.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Military Leave

Paid leave will be granted for up to a total of 30 working days in two consecutive years for training or duty in the Arizona National Guard or any branch of the United States Armed Forces. If you request military leave, you are required to submit a copy of your orders for duty.

Please see Arizona Revised Statutes [26-168, 26-171](#) and [38-610](#) for specific information and requirements regarding military leave or contact your Human Resources office.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Unpaid Leave

Leave Without Pay (LWOP)

An employee desiring to take leave without pay must get advance approval from the employee's supervisor and/or division Assistant Director.

All requests for leave without pay for more than 80 hours must include starting and anticipated ending dates and reasons for the leave. Covered employees on original probation who take approved leave without pay (LWOP) for more than 80 consecutive working hours shall have their original probationary period extended for the length of time they are on leave without pay (LWOP).



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Unpaid Leave (continued)

Leave Without Pay (LWOP)

When taking leave without pay in excess of 20 hours per week, the employee generally must pay both the employee's and the State's share of the cost of any insurance or the insurance will be automatically cancelled. Please contact your supervisor, Personnel Coordinator, Human Resources office or Benefits Liaison for further information.

An employee may be placed on leave without pay if the employee has no other leave available. Also, an employee may be placed on **unauthorized** leave without pay if the employee fails to report for work or in the event sick or another type of requested leave is disapproved. Note: Unauthorized leave without pay can result in discipline or dismissal.

This completes the section on leave. The next section will be devoted to insurance benefits.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Insurance Plans From Benefit Options

Eligible Employees

Active employees regularly scheduled to work 20 hours or more per week for six months or longer (except those listed below as ineligible) and their qualified dependents may participate in the Benefit Options programs, provided they comply with the requirements of their selected plans.

Ineligible Employees

- Employees who work fewer than 20 hours per week
- Employees in seasonal, temporary or emergency positions
- Patients or inmates employed in State institutions
- Non-State employee officers and enlisted personnel of the National Guard of Arizona
- Employees in positions established for rehabilitation purposes
- Student and work study employees



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Insurance Plans from Benefit Options (continued)

As a new employee you will have 90 days after your hire date to apply for any benefits via YES. Employees will be offered an additional 31 days to complete a paper enrollment if he/she does not complete an electronic enrollment in the first 90 days. The start date of benefits coverage will be the first of the pay period following receipt of a properly executed enrollment form following the 90th day of employment.



For the complete break-down on your eligibility guidelines and the benefit options you may choose, click on the link below:

<http://www.benefitoptions.az.gov/default.asp>

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Insurance Plans from Benefit Options (continued)

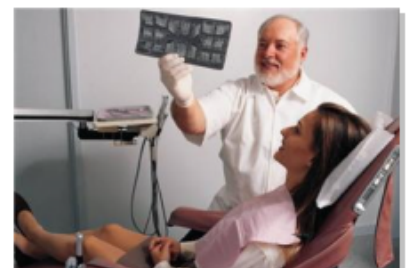
Here is a list of the options you may select:

- Medical and prescription coverage
- Dental coverage
- Vision coverage
- Life insurance and Accidental Death and Dismemberment Insurance (AD&D) for employees and for eligible dependents
- Short-Term Disability Insurance
- Long-Term Disability Insurance



The conditions and monthly payments change every year. For specific information, please contact your benefits liaison or go to:

<http://www.benefitoptions.az.gov/default.asp>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Retirement and Retirement Income - Pension

The State of Arizona has four retirement plans that are determined by the agency where you are employed and your job category.

- Arizona State Retirement System (ASRS)
<https://www.azasrs.gov/web/Home.do>
- Public Safety Personnel Retirement System (PSPRS)
<http://www.psprs.com/>
- Correctional Officer Retirement Plan (CORP)
http://www.psprs.com/sys_corp/cato_corp.htm
- Elected Officials Retirement Plan (EORP)
www.psprs.com/sys_eorp/cato_eorp.htm

The plans vary, but all four provide the following benefits:

- Retirement pension based upon a specific formula
- Eligibility to purchase retiree health insurance
- Ability to purchase prior years of government service (subject to certain conditions)
- Long-term disability

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Retirement and Retirement Income - Pension (continued)

The majority of employees in the State Personnel System belong to the Arizona State Retirement System (ASRS). ASRS provides retirement benefits, a long-term disability income program, retiree health insurance, survivor benefits and other benefits for its members.



Membership is comprised of employees of the State of Arizona, counties and municipalities, school districts and charter schools, State universities and community college districts, and various political entities, such as fire and water districts.

The ASRS is funded through equal contributions from members and employer partners. Contribution rates are actuarially determined and set each year to keep the ASRS fund fiscally sound to meet current and future benefit obligations.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Retirement and Retirement Income - Deferred Compensation

In addition to retirement benefits, State employees are eligible to participate in the Deferred Compensation Program. This program allows employees to voluntarily set aside additional money from each paycheck for retirement. The money you save is "tax-deferred" meaning you do not pay taxes on it until you begin to withdraw it.

Click on the link below for more information about the State of Arizona Deferred Compensation Plan.

<https://www.arizonadc.com/iApp/tcm/arizonadc/index.jsp>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

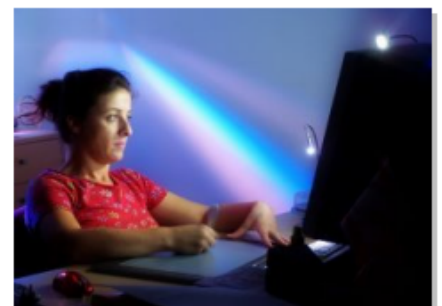
Your Employee Services - YES

YES is your personal website. It's a web location that can be accessed by all State employees and has a great deal of information or resources for employees. The site is located at

<http://www.yes.az.gov>.

YES is designed to enhance your work experience by

- Providing a "one-stop-shop" for information you might find useful in your day-to-day activities
- Allowing you to perform on-line transactions without burdensome paperwork



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Your Employee Services - YES (continued)

YES allows you to view the following items from your YES account:

- Current and prior pay stubs and W-2s
- Health benefit selections
- Current deferred compensation status and balance
- Alternative commute options (carpools, vanpools, mass transit passes, etc.)
- Roadway conditions and best gas prices
- Credit union options
- State phone directory
- And much more



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Your Employee Services - YES (continued)

On-line transactions that you can complete are

- Edit your home address
- Adjust your Federal and State tax withholding
- Register for and complete a training course
- Identify or edit your emergency contact(s)
- Enroll in and update your health benefits
- Submit bi-weekly timesheets



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

YES Website

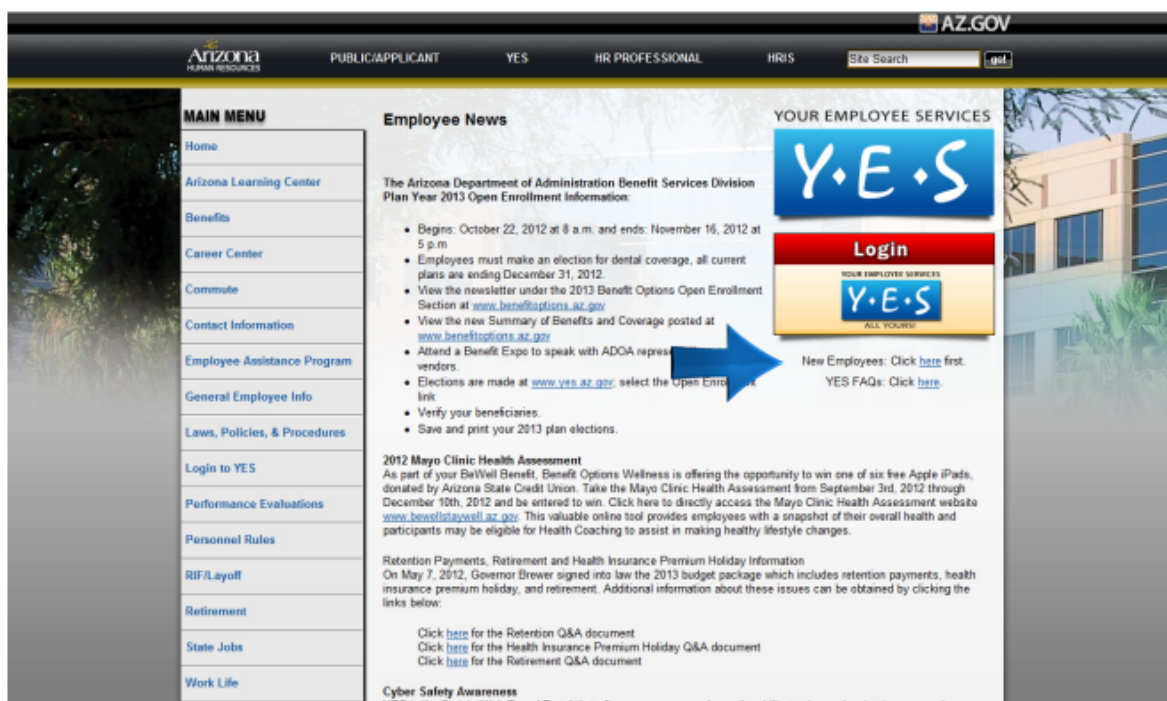
Shown below is a representation of the YES website home page. Notice the number of external assistance links along the left side of the home page and the Employee News in the center of the page. Click on the image to view the YES website.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Employees should click on the red Login bar to access the YES login screen. New employees should click on the New Employees link for instructions first.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

This is the screen that new employees will find when they click on the New Employees link. You will need to follow these instructions in order to log into the YES location the first time. This is important when you begin accessing your initial on-line training courses. They are provided for you under the assumption that you may not have registered for this training course.

INSTRUCTIONS FOR NEW EMPLOYEES FOR LOGGING IN TO YES

In order to access personal information regarding pay and benefits, YES users need the following:

Username: Employee Identification Number (EIN), which you will obtain from your HR department.

Password: Four digit birth year plus the last 4 digits of your SSN (YYYY1234).

If you experience any issues or have questions, please contact the HRIS Help Desk at 602.542.4700 or email hrishelpdesk@azdoa.gov.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Register Using YES

Your supervisor may have told you that you will need to register for specific training courses. You will need to do that using your YES account. Click here for [additional user information](#) on how to use the YES site to register for training courses in the Employee Training Solution.

If you need additional assistance with your YES log-in or your YES account, please contact the HRIS Help Desk at

(602) 542-4700

or email HRISHelpDesk@azdoa.gov.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Chapter Summary: Employee Benefits

This completes the Employee Benefits chapter of Welcome to State Government. The next chapter will discuss key employee support organizations and programs. Many of these may be new to you and should raise discussion questions for you and your supervisor.

Click the next arrow to continue the course.

Chapter

Complete

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Key Employee Support Programs

The topics of this chapter are

- The Arizona Learning Center
- The Career Center
- Wellness Program
- Employee Assistance Program (EAP)
- Capitol Rideshare
- Risk Management
- Capitol Police



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

The Arizona Learning Center

The Arizona Learning Center offers two types of computer assisted training: computer based training (CBT) and computer self-study courses (CSA). CBTs are courses that can be taken on-line. CSAs are online workbooks.

All Arizona Learning Center courses are available for registration through your YES account. Click the link below to access the ALC home page.

<http://www.hr.az.gov/LearningCenter/default.asp>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

The Career Center

The Career Center provides services to State employees to enhance their professional development. Services provided include

- Career Development
- Career Coaching
- Career Assessments
- Educational Advisement
- Goal Setting
- Resume Development
- Interviewing
- Networking



CAREER CENTER
JUST WHAT YOU NEED TO SUCCEED!

For assistance or additional information, call (602) 542-2733. A convenient link is available from the YES website or you may go to

<http://www.careercenter.az.gov>

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Wellness Program

Benefit Options Wellness is an employee wellness program that offers education courses, health screenings and flu shots as well as other health information and programs. Click [here](#) for additional information on Benefit Options Wellness.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Wellness Program (continued)

The Wellness Program offers many entertaining and informative health education classes that can be tailored to each individual work site.

Please click to [here](#) to get more information about the current screening programs offered at the Wellness Resource Center.

For more information, please contact the Wellness Office at (602) 542-5008 or 1-800-304-3687 if you are outside of the Phoenix metro area. The website is

<http://www.benefitoptions.az.gov/wellness>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Employee Assistance Program (EAP)

The Employee Assistance Program (EAP) provides employees with the opportunity to resolve a wide range of personal and job-related issues. There is a convenient link to this location on the YES website.

The Employee Assistance Program is a confidential service provided to employees for short term support at no cost. Counseling can be used for

- Gambling and other addictions
- Stress and trauma
- Depression and anxiety
- Career development
- Medical issues
- Financial or legal issues
- Resource referrals
- Work-related issues
- Trauma, violence and hostility issues
- Family relationships
- Marriage issues
- Loss or grief issues
- Alcohol and drug addictions



[Click here to visit the EAP homepage](#)

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

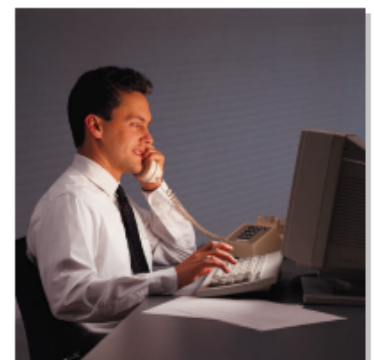
Group Auto and Home Insurance Program

The Group Auto and Home Insurance Program is a voluntary auto, home and personal property insurance program now available to State of Arizona employees and their eligible dependents. It features benefits and conveniences that are not available to individual policy holders, including

- a special group discount
- competitive rates
- convenient payment options (including payroll deduction)

Coverages available through the program are

- Automobile
- Homeowners
- Renters
- Condominium
- Umbrella (Personal Excess Liability)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

State of Arizona Computer Purchase Program

The Computer Purchase Program is a program that allows State of Arizona employees to purchase new, brand name computers through payroll deductions. This program is currently administered through the Benefits Division.

For those employees who need to finance their computer and pay for it over time, purchasing a computer through this program is a great option.

A convenient link to the Benefits website is located on the YES website Home Page.



CBT Content

Resources

Support

Page 71 of 80

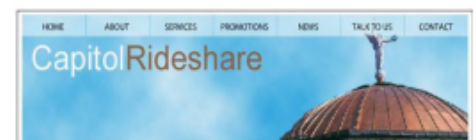
CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Capitol Rideshare

Capitol Rideshare provides State employees with information and assistance about carpooling, riding the bus or light rail, obtaining a transit subsidy, and even a free incentive program if you decide to carpool. If you don't know anyone to carpool with, they can help you find someone as well as help you learn how to navigate the bus and light rail system.

CapitolRideshare.com



CBT Content

Resources

Support

Page 72 of 80

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Capitol Rideshare (continued)

State employees in Maricopa County can sign up for Platinum Pass; it is like a credit card for transit. The card is free, and by using it (simply tap the microchipped card on the target spot of the fare box reader), you can take advantage of the subsidy the State provides; the remainder of the fare is automatically deducted from your paycheck.



Please click [here](#) to find more information about Platinum Pass Subsidy Program.

You can also find out more by calling (602) 542-RIDE (7433) or checking out their website at www.capitolrideshare.com. You can also send an E-mail to Capitol Rideshare at adrider@azdoa.gov. A link is also conveniently located on the YES home page.

CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Risk Management

Risk Management provides insurance coverage to State agencies and employees for property, liability and workers' compensation losses while you are acting in an authorized government work-related activity, in accordance with statutory provisions.

There are three major areas of coverage

- Liability coverage
- Workers' compensation
- Automobile



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Reporting Industrial Injuries and Illnesses

- All on-the-job injuries and illnesses must be reported to your supervisor immediately.
- Call the Workers' Compensation Unit for any incident: (602) 542-WORK (9675) or toll free at 1-800-837-8583.
- If you seek medical treatment, the Risk Management Workers' Compensation Unit must be notified within 10 calendar days.
- Early notification of illness or injury requiring medical treatment may be made by calling (602) 542-WORK (9675) or toll free at 1-800-837-8583.



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Capitol Police

The Arizona State Capitol Police, with offices at the State Capitol Mall and the Tucson Regional Complex, provide police services and security to State agencies, legislators and the visiting public. The Capitol Police Communications Center dispatches Arizona POST certified police officers to emergency and non-emergency calls 24 hours a day, seven days a week. Capitol Police monitors security cameras, alarms and emergency telephones throughout both State complexes. Capitol Police provides a high quality law enforcement service and response while ensuring the protection of life, property and preserving the peace.

The phone number in Phoenix is (602) 542-0362. The phone number for the Tucson headquarters is (520) 631-6929. They can direct you to the nearest support station.



CBT Chapters

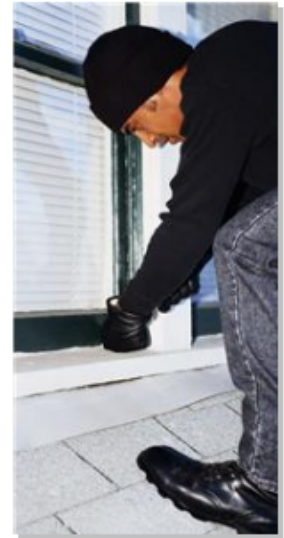
- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Contribute to Your Own Safety

- Report suspicious activities
- Wear your ID badge at all times
- Be aware of your surroundings
- Report any security equipment that is not working such as alarms, access control devices and open doors
- File a report if you are a victim
- Trust your instincts
- Know your building's evacuation plan

An emergency response guide is included here using the link shown below. Keep this in a handy location at work in the event an emergency occurs.

[Emergency Response Guide](#)



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Arizona Emergency Information Network

The Arizona Emergency Information Network (AzEIN) is the State's online source for real-time emergency updates, preparedness and hazard information, and multimedia resources.

The website is

<http://www.azein.gov/azein/default.aspx>



CBT Chapters

- Overview
- Basics of State Employment
- Employee Benefits
- Key Employee Support Programs
- Final Exam

Chapter Summary: Key Employee Support Organizations and Programs

This completes the Key Employee Support Programs chapter. If there is material you wish to review, click on any of the chapter buttons along the left side of the screen or click the Back button.

Click the next arrow to proceed to the final exam.

Chapter

Complete